



Job Aid: View CCF Budget and Expenditures in MiSACWIS

CCF budget forms and expenditure reports are viewed on the **CCF Forms** tab in MiSACWIS. To view a CCF budget and/or expenditures:

1. Log into MiSACWIS.
2. On the Home screen, click the **Child Care Fund** tab.
3. Click the **CCF Forms** secondary tab.
4. From the drop-down list, select the fiscal year for which you want to view the CCF budget and/or expenditures.

The screenshot shows the MiSACWIS Home screen. The 'Child Care Fund' tab is selected in the top navigation bar (labeled '2'). Below it, the 'CCF Forms' secondary tab is highlighted (labeled '3'). In the 'Filter Criteria' section, the 'Fiscal Year' dropdown menu is open, showing a list of years (labeled '4'). The text below the dropdown reads 'Please select a county and fiscal year.'

5. Scroll down the screen to find the item(s) you want to view.
6. Click **select** next to an item to view it.

The screenshot shows the 'Budget Detail and Program Component Request (DHS-2094/4471)' section. The 'Organization' dropdown is set to 'Alpena County' (labeled '6') and the 'Fiscal Year' is set to 'October 01, 2015 through September 30, 2016'. Below this is a table with the following data:

Service Component	Admin Unit	Type	Total	
Family Counseling Services	MDHHS	In-Home Care	\$0.00	10/05/
Home Detention Monitoring Services	Court	In-Home Care	\$5,600.00	10/05/
Day Treatment Services for Youth	MDHHS	In-Home Care	\$6,890.00	10/05/
Employability Skills Course	MDHHS	In-Home Care	\$5,850.00	10/05/

Each row has a 'select', 'amend', and 'report' link in the first column. An 'Add Form' button is located below the table. Below the table is the 'In-Home Care Summary (DHS-2093)' section, which shows a table with columns for 'Court Total', 'MDHHS Total', and 'Total IHC'. The text 'No Results Found' is visible below the summary table.

7. Click the **Cancel** button or the **Close** button (depending on which type of item you are viewing) at the bottom of the screen to close the item when you have finished viewing it.